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ABSTRACT

This packet contains handbooks for vocational education teachers/counselors and for employers, outlining the Douglas County (Oregon) Business and Industry Internship Program. The employer packet describes the internship program, explains the payment plan, describes the application and site identification process, provides a list of suggestions for employers, and includes an exit interview form. The teacher/counselor handbook lists the minimum requirements for an internship, suggests ways to find an internship site, provides an agenda for a preinternship meeting with potential business/industry employers, outlines a sample training plan and agreement, suggests activities for the 3-week internship, lists steps for a successful internship, and includes a daily log and an exit interview form. Information on a postinternship curriculum updating plan completes the handbook. (KC)

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DOUGLAS COUNTY

BUSINESS AND INDUSTRY INTERNSHIP PROGRAM

EMPLOYER HANDBOOK

TEACHER/COUNSELOR HANDBOOK

Douglas Education Service District
Roseburg, OR

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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WHAT IS THE DOUGLAS COUNTY BUSINESS AND INDUSTRY INTERNSHIP PROGRAM?

The "Douglas County Business and Industry Internship Program" is a business/industry-based staff development program funded through the 1989 Oregon Workforce 2000 Act. It provides opportunities for vocational teachers and counselors to work in a production-oriented business or industry setting related to their teaching assignment. Internships are three weeks in length and generally confined to the summer months.

The internship experience will allow the teacher or counselor to:

- Update present skills
- Acquire new skills and thought processes
- Earn experience which may be useful for certification

WHAT IS THE LENGTH OF THE INTERNSHIP?

Three consecutive weeks for community college vocational teachers, secondary vocational teachers, and secondary counselors.

WHO MAY APPLY?

All community college vocational instructors teaching in 2 + 2 connected vocational programs. All vocational teachers who are teaching or will be teaching in an approved/reimbursed vocational technical program at the secondary level or secondary school counselors who are assisting vocational students.

WHO RECEIVES WHAT?

1. A payment of up to $100/day (based on normal rate of pay for the internship position) will be made to the intern teacher from Workforce 2000 Internship funds.

2. All other program costs; i.e., mileage, food, lodging, etc. will be the responsibility of the intern.

Under no circumstances is business and industry directly responsible for payment of intern costs. Voluntary contributions by business or industry may be received but will be used to finance additional internships in the county.

WHAT ARE THE TEACHER'S / COUNSELOR'S RESPONSIBILITIES?

1. The teacher or counselor must participate in a pre-internship orientation session with the UCC vocational dean (440-4600 ext. 605) or the Douglas ESD regional coordinator of career and vocational education (440-4759) as appropriate. Call for an appointment.

2. After completing the internship program, the teacher or counselor agrees to:
   - Add the new skills and knowledge to their curriculum or program of work.
   - Communicate in writing with the training sponsor about the internship.
   - Evaluate the internship program experience and site.
   - Complete a curriculum or program of work summary of new skills/information.

HOW DOES ONE APPLY?

Applications will be accepted and funded contingent upon the availability of funds and in the order they are received by the vocational dean or regional coordinator as appropriate.

WHO IDENTIFIES THE INTERNSHIP SITE?

Teachers and counselors are encouraged to identify their own sites after receiving an orientation. The site should conform to the following:

1. Be located in a geographical area that employs graduates of the teacher's or counselor's programs.

2. Have the capacity to provide a quality internship.

3. Intern site may not be a current work site or a site where the teacher or counselor has recently been employed.

The UCC vocational dean and the regional coordinator will help identify sites when requested.

IS COLLEGE CREDIT AVAILABLE?

Perhaps. Contact the regional coordinator for more information.

SUGGESTIONS FOR EMPLOYERS

1. Require the teacher or counselor to follow the accepted company personnel policies.

2. Provide guidance to help the teacher or counselor fit in with other employees.

3. Set up the necessary contacts so the teacher or counselor works in the appropriate area with the right person.

4. Provide meaningful work experience.

5. Allow the teacher or counselor to work in a production capacity.

6. Provide the teacher or counselor with industry standards.

7. Provide the teacher or counselor with access to company training materials which apply to the teacher's or counselor's instructional area.

8. Provide opportunities for the teacher or counselor to participate in appropriate staff meetings.

9. Provide opportunities for the teacher or counselor to meet key people.

EXIT INTERVIEW
(employer form)

Company _____ **Intern** _____

Contact Person _____ **School** _____

1. Did you have the necessary resources to provide the skills on the training plan?

time	( ) yes	( ) no	equipment	( ) yes	( ) no
personnel	( ) yes	( ) no	space	( ) yes	( ) no
expertise	( ) yes	( ) no			

Comments: _____

_____

2. Type of initiative teacher or counselor took to communicate with your supervisors: excellent ( ) satisfactory ( ) unsatisfactory ( )

3. What is your opinion of the internship length?
___ Should be longer to learn identified skills.
___ Identifies skills that don't require three weeks to learn.
___ Okay as is.

4. What did you or the company gain by having a teacher or counselor intern?

_____

_____

5. Do you have suggestions for us to add to the "Suggestions for Employers?"

_____

_____

6. What suggestions do you have to improve the program?

_____

_____

7. Are you willing to provide another teacher or counselor with an internship in your company? ( ) yes no ( )

8. This is to certify that _____ has worked ____ actual hours of technical updating at our company from _____ 199___ to _____ 199__ at $_____ per hour.

Signed: _____ Date: _____

c: employer
intern
regional coordinator or UCC vocational dean

PAYMENT OF INTERN

For 1990-91, the internship program has the following funding available for each three week internship:

wages up to $1,500
fringe up to $402

Interns pay will be based on the normal rate of pay for the internship position up to a maximum of $100/day ($12.50/hour).

The preferred method of employment is for the employer to carry the intern on their payroll for the three week period due to insurance matters, etc. At the end of the three week internship, the employer should send a bill or purchase order to:

Mike Schofield, Director of Business Services
Douglas ESD
1871 NE Stephens Street
Roseburg, OR 97470

The ESD will then reimburse the employer up to the maximum amounts stated.

The alternative method of employment will be for the intern to be carried on the ESD payroll. If this method is selected, the intern will need to contact the regional vocational coordinator by calling 440-4759 or the director of business services by calling 440-4752.

Under no circumstances is the employer directly responsible for payment of intern costs. We do encourage voluntary contributions of all or a portion of what the employer would have paid the intern. An internship account has been established at the ESD to receive voluntary contributions. Checks should be made payable to **Douglas ESD—Internship Account.** Voluntary contributions will enable us to continue the internship program in future years after the Workforce 2000 Act grant funds are exhausted. Employers that contribute to the internship account may specify the occupational field or an individual business where they wish the internship donation to be expended. If you have any questions about the program, please call the regional vocational coordinator at 440-4759.

DOUGLAS COUNTY

BUSINESS AND INDUSTRY INTERNSHIP PROGRAM

TEACHER/COUNSELOR HANDBOOK

The information and forms contained in this handbook are designed to make your internship a worthwhile experience. Most of the information and forms are optional.

The minimum requirements for your internship are:

*1. Complete a training plan and agreement.

2. Interview the company person who does hiring/firing.

3. Keep a daily log (use optional forms, note paper, etc.).

*4. Conduct an exit interview.

*5. Prepare a curriculum or program of work summary plan.

*6. Mail a letter of appreciation with a copy of the summary plan attached.

* Copies of these forms must be mailed to the regional coordinator or the UCC vocational dean, as appropriate. The training plan must be mailed before completing the first week of the internship. Other required forms must be mailed within four weeks of completing the internship.

CVE/intern3(r)/ajw

THE KEY TO A GOOD INTERNSHIP IS A GOOD SITE

The vocational technical teacher or counselor is the most qualified person to determine the site because:

1. You have the best understanding of what your needs are.
2. You know how flexible your schedule is.
3. You know your time limits in relation to travel.
4. You have the best idea of the type and size of company in which you would like to intern.

How is a site identified?

1. Through advisory committee members.
2. Suggestions from other staff members.
3. Professional contacts -- unions, associations, etc.
4. Cold calls (least desirable).

How a site is first contacted (cold calls):

1. Call by phone. Ask for the person responsible for hiring (personnel director or director of human resources).
2. Introduce yourself . . . say, "I am participating in a business/industry internship program sponsored by the Oregon Workforce 2000 Act. This program is funded by the state with little or no cost to you."
3. Ask this question: "Would it be possible to visit with you to explain the program and to determine if it would be mutually beneficial?"
4. If "yes," set the date, time, and place. Make the visit.

PRE-INTERNSHIP MEETING WITH BUSINESS AND INDUSTRY
(suggested format)

MEETING AGENDA

A. **Self Introduction**

- Express appreciation for the opportunity.
- Identify what you hope to learn.
- Identify what you will do with what you learn.

B. **State Your Purpose**

- Give them a copy of the employer handbook.
- Discuss the program.
- Ask if an internship would be possible. If "yes," ask who the contact person would be.
- If the personnel manager is to be the contact person, complete agenda items "C" and "D."
- If another individual is identified as the contact person, **ask the personnel manager to forward your material to that contact person.**
- Within two or three days, call the contact person and set up a pre-internship meeting. (Establish meeting site and confirm your appointment, date, and time.)

C. **Preparing for the Internship**

- Tour the facility.
- Complete the training plan and agreement.
- Assure the contact person that you will be on the job as agreed.

D. **Mail a copy of the signed training plan and agreement to your regional coordinator of vocational education or the UCC vocational dean.**

(If you are unable to identify a site, ask for assistance from your regional coordinator of vocational education or the UCC vocational dean.)

TRAINING PLAN AND AGREEMENT
BUSINESS/INDUSTRY INTERNSHIP PROGRAM
FOR VOCATIONAL TEACHERS AND COUNSELORS

Complete with internship sponsor at the closing of the pre-internship meeting.

Occupational Area of Internship _____

Teacher _____ School _____

Industry Training Sponsor _____ Company _____

Street Address _____ City _____

Zip _____ Telephone ( ) _____

Teacher/Counselor Agreement: In accepting this internship assignment, I agree to follow the personnel policies of the company I am assigned and the training plan developed with the training sponsor. Upon completion of the internship, I agree to evaluate the internship experience and communicate this evaluation in writing to the training sponsor. It is understood that during the internship experience there will be no cost to the company, other than the cost of providing the following:

General Information to be Provided by the Training Sponsor:

1. Requirements for new employees, including occupational skills, academic and re-training requirements, and information on how new employees are obtained.
2. Opportunities to learn about and participate in company training programs when appropriate.
3. Opportunities to learn about the company administrative structure and to participate in appropriate staff meetings.

Specific Skill Training to be Provided:

New Technical Information/Skills	Skills To Upgrade
_____	_____
_____	_____
_____	_____

Participant Job Title _____

Hours Per Week _____ Start Date _____ Concluding Date _____

_____ _____

Training Sponsor Signature/Date Teacher/Counselor Signature/Date

CVE/intern2(r)/ajw

FIRST WEEK
(suggested activities)

A. Review with Supervisor

training plan -- skills you hope to learn
schedule
calls
work area
parking
confidentiality

B. Introduction to Work Area

Be prepared to share who you are and your purpose.

C. Professionalism During Internship

Hours: Your hours are to conform with company requirements.

Dress: Clothing is to conform to that of other company employees and the company image.

Role: Initiate questions, but do not advise or assume the role of an expert or consultant. Do **not** evaluate other employees for the company or become involved in company politics.

Image: You represent the Oregon Vocational Technical System from the time you step in the door, during breaks, lunch, etc.

BUSINESS/INDUSTRY INTERNSHIP PROGRAM
FOR VOCATIONAL TEACHERS AND COUNSELORS

How to Have a Successful Internship

Suggestions for Interns:

1. In preparing for the internship, be very specific when identifying the skills you want upgraded and/or the new skills you want to learn.
2. Follow the personnel policies of the company providing you with the internship.
3. Have the industry contact person (training sponsor) make the initial contacts for you with those individuals who will provide you with training.
4. Keep a daily log.
5. Ask questions and follow through on suggestions given.
6. Participate in productive work whenever possible.
7. Be a team player.
8. Above all, be enthusiastic.
9. Be on time.
10. Remember the success or failure of the internship is your responsibility.

BUSINESS AND INDUSTRY INTERNSHIP PROGRAM

DAILY LOG
(optional)

Program Title _____ Today's Date _____

1. I performed work that contained the following skills that are or should be incorporated in my curriculum or program of work:

_____

_____

_____

2. I learned how to perform the following tasks (components of the above skills) which should be added to my curriculum or program of work:

_____

_____

_____

3. I estimate that the amount of time it will take to incorporate each of the above tasks will be:

Task _____ Time Needed _____

_____ _____

_____ _____

4. I intend to eliminate the following skills and/or tasks in my present curriculum or program of work to enable me to add the new skills/tasks:

_____

_____

5. I identified the following supplies or equipment I will need to implement the new skills/tasks in my curriculum or program of work:

Supplies/Equipment	Description	Company/Source
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. I discovered the following new sources for supplies or equipment:

   Item _____

   Source _____

7. I observed the following employee attitudes I want to share with my students:

   _____

   _____

8. I observed the following about company organization and staff responsibilities I want to share with my students:

   _____

   _____

9. I met the following people who can help me with my program and with whom I intend to keep in contact:

   Name _____ Title _____

   Address _____ Phone _____

10. I discussed the possibility of program advisory board membership with the following individual:

    Name _____ Title _____

    Address _____ Phone _____

11. I discovered the following job opportunities for my students:

    _____

    _____

12. Other things I have experienced during the internship which I intend to include in my curriculum or program of work:

    _____

    _____

    _____

SECOND WEEK
(suggested)

Who to Interview:

Interview the person who hires, evaluates, promotes, and fires workers. Interview the person who actually interviews the entry level people in the technical jobs for which you prepare students.

Possible Questions for Interview:

Do you mind if I take notes to help me remember?

What is your history with the company?

What changes have you seen with the company?

How often do you hire?

What skills are you looking for (specific)?

What attitudes or personal qualities are most important?

What do you look for on the application? Why?

What kinds of interview questions do you typically ask an applicant?

What are some reasons you would not hire someone?

What is the starting salary range?

How often are new employees evaluated?

How are they evaluated?

What are they evaluated on?

Do you have an evaluation sample I could see/have?

How are good performances rewarded?

What do you look for in people to promote?

Have people ever been fired? Why?

Thank you for your time!

Note: We suggest you have a list of questions prepared for the interview.

THIRD WEEK / LAST DAY

A. **Request an exit interview (schedule 30 - 45 minutes).**

The teacher or counselor assumes the leadership role in guiding the exit interview.

Review the training plan with the contact person. (You may also want to include supervisors with whom you have worked.)

Both contact person and teacher or counselor complete their respective exit interview forms (form included in both employer and intern handbooks).

Share responses with one another.

Share the ideas you are thinking of implementing into your program.

Extend appreciation for the opportunity and help.

Bring the interview to a close.

B. **Acknowledge and thank others with whom you have worked.**

C. **Send a copy of the teacher or counselor exit interview form and employer exit interview form to your regional coordinator of vocational education or the UCC vocational dean, as appropriate.**

BUSINESS AND INDUSTRY INTERNSHIP PROGRAM

EXIT INTERVIEW TEACHER AND COUNSELOR FORM

Intern _____ **Contact Person** _____

School _____ **Job Title** _____

Program _____ **Company** _____

City _____ **Phone Number** _____

1. Did the work experience meet your overall expectations? ( ) yes no ( )
   If "no," how could the internship experience be changed to help meet your goals?

   _____

2. Was the work experience **specific** enough to help you improve or change your educational program or program of work? ( ) yes no ( )

   If "yes," what will occur in your classroom or work setting as a result of the internship experience?

   _____

   If "no," what do you suggest should have been done to make the internship experience more **specific** to your need?

   _____

3. How would you rate the working conditions during the internship?
   ( ) excellent ( ) satisfactory ( ) unsatisfactory

4. What was the level of direction and assistance given by the training supervisor?
   ( ) excellent ( ) satisfactory ( ) unsatisfactory

5. Was the internship long enough for you to acquire the agreed upon skills?
   ( ) yes no ( )

   If "no," how long should an internship be to provide sufficient time to learn the skills you agreed on? Identify the number of weeks: _____

6. Did you make industry contacts you can use in the future?

( ) yes no ( ) If "yes," identify: _____

_____

7. Did you have access to training materials? ( ) yes no ( )

8. If you attended staff meetings, how meaningful were they to understanding the company and its operation?

( ) very meaningful ( ) somewhat meaningful ( ) not meaningful

9. What did you gain that you did not expect? _____

_____

10. Additional comments: _____

_____

_____

c: Employer
Intern
Regional Coordinator or UCC Vocational Dean

EXIT INTERVIEW
(employer form)

Company _____ **Intern** _____

Contact Person _____ **School** _____

1. Did you have the necessary resources to provide the skills on the training plan?

time	( ) yes	( ) no	equipment	( ) yes	( ) no
personnel	( ) yes	( ) no	space	( ) yes	( ) no
expertise	( ) yes	( ) no			

Comments: _____

_____

2. Type of initiative teacher or counselor took to communicate with your supervisors: excellent ( ) satisfactory ( ) unsatisfactory ( )

3. What is your opinion of the internship length?
___ Should be longer to learn identified skills.
___ Identifies skills that don't require three weeks to learn.
___ Okay as is.

4. What did you or the company gain by having a teacher or counselor intern?

_____

_____

5. Do you have suggestions for us to add to the "Suggestions for Employers?"

_____

_____

6. What suggestions do you have to improve the program?

_____

_____

7. Are you willing to provide another teacher or counselor with an internship in your company? ( ) yes no ( )

8. This is to certify that _____ has worked ____ actual hours of technical updating at our company from _____ 199___ to _____ 199__ at $_____ per hour.

Signed: _____ Date: _____

c: employer
intern
regional coordinator or UCC vocational dean

AFTER INTERNSHIP IS COMPLETE

1. Complete curriculum or program of work updating plan. (Be sure to send a copy to your regional vocational coordinator or the UCC vocational dean and attach a copy to the employer's appreciation letter.)

2. Letter of appreciation to contact person

   a. Appreciation for opportunity.

   b. Highlights of internship experience.
      - specific skills learned
      - other things you gained

   c. How will you use the training experience?
      - What new knowledge, skills, and attitudes (please elaborate) you will implement into your program.

   d. Send copy to regional coordinator of vocational education or the UCC vocational dean, as appropriate.

CURRICULUM UPDATING PLAN
(suggested procedure)

After you complete your internship, you are required to develop a plan on how you intend to update your curriculum or program of work with the attitudes, skills, and information you acquired while on the internship program.

The process to be used to update the curriculum or program of work includes: 1) a curriculum or program of work updating plan worksheet, and 2) a summary form. These forms are attached.

CURRICULUM OR PROGRAM OF WORK UPDATING PLAN WORKSHEET
(optional)

The curriculum or program of work updating plan worksheet is based on the daily log. The worksheet is to be used to identify each new skill, attitude, category or technical information, or change in what is now taught that you actually intend to make. This updating worksheet should identify:

1. Where the addition or change fits into the curriculum or program of work.
2. What will be eliminated to make room in the curriculum or program of work for the addition or change.
3. The method to be used in teaching or utilizing the addition or change.
4. The expected student outcome as a result of teaching or utilizing the addition or change.
5. The additional supplies and equipment required to teach or utilize the addition or change.

CURRICULUM OR PROGRAM OF WORK UPDATING PLAN SUMMARY
(required)

Based on the curriculum or program of work updating plan worksheets, you are to summarize your plan. This summary is to include:

1. A listing of skill, attitudes, and technical information you intend to add or change in your curriculum or program of work.
2. The strategies to be used to make the additions or changes (method of teaching).

This summary shall be attached to a letter which thanks your sponsoring company for providing you with an internship site.

The quality of your summary will reflect your professionalism and will influence the company's impression of you and the district you represent. The quality of your summary will also help the company decide if they will offer a future internship site for you or another teacher.

BUSINESS / INDUSTRY INTERNSHIP PROGRAM

CURRICULUM OR PROGRAM OF WORK

UPDATING PLAN WORKSHEET

INSTRUCTIONS: Please complete one worksheet for each addition or change to the curriculum or program of work. These worksheets and the curriculum or program of work updating summary should constitute your plan for improving your curriculum or program of work.

Identify the new skill, attitude, category or technical information, or change in a skill now being taught:

_____

_____

1. Identify where in the curriculum or program of work you intend to make this change or addition.

   _____

   _____

2. What will you eliminate in your present curriculum or program of work to make room for this change or addition?

   _____

   _____

3. Identify the teaching method you will use in your program to teach students the new skill, attitude, technical information, or the change in the skill now being taught.

   _____

   _____

4. What is the expected student outcome as a result of making this addition or change to the curriculum or program of work?

   _____

   _____

5. Identify additional supplies and equipment you will need to implement this addition or change to your curriculum or program of work.

   _____

   _____

BUSINESS / INDUSTRY INTERNSHIP PROGRAM CURRICULUM OR PROGRAM OF WORK UPDATING PLAN: SUMMARY

Please type.

Name _____

School _____ **Program Area** _____

Employer _____

As a result of the experience gained while on an internship, the following curriculum or program of work changes will be made:

1. Skills and technical information to be added to the curriculum or program of work:

   _____

   _____

   _____

2. Skills / attitudes / competencies in the curriculum or program of work which are to be changed:

   _____

   _____

   _____

3. Attitudes which are to be added to the curriculum or program of work:

   _____

   _____

   _____

4. Strategies to be used to make the above additions and changes to the curriculum or program of work:

   _____

   _____

   _____

c: Regional Coordinator or the UCC Vocational Dean

INTERNSHIP ACTIVITY CHECKLIST

Activity	Date(s) Completed
Receive acceptance.	_____
Contact business / industry.	_____
Conduct pre-internship meeting	_____
*Mail copy of signed training agreement and training plan to your regional coordinator or the UCC vocational dean.	_____
Interview company person who does hiring/promoting.	_____
Keep daily logs.	_____
Conduct exit interviews.	_____
Complete internship.	_____
**Mail copy of the employer/teacher or counselor exit interview forms to your regional coordinator or the UCC vocational dean.	_____
Prepare curriculum or program of work forms and summary plan.	_____
**Mail curriculum summary.	_____
**Mail letter of appreciation (curriculum summary plan attached).	_____
Teachers to send copies to:	
employer	_____
regional coordinator of vocational education or the UCC vocational dean	_____

***Mail before completing first week of your internship.**

****Mail within four weeks after completing your internship.**